



Yuma County, Arizona
COUNTY ADMINISTRATOR'S
Office of Management & Budget
198 S. Main Street, Yuma AZ 85364

MEMORANDUM

DATE: December 19, 2014
TO: Budget Preparation Contacts
FROM: Jim Flory
RE: 2015-2016 Budget Instructions

This memorandum plus the manual, forms, and training presentation for preparation of the 2015-2016 County Budget will be posted on the County website on or before January 5th. The rate sheet will be posted as soon as we finish compiling the information. From the website's main page, click on:

- Departments & Services -> County Administrator -> Office of Management and Budget -> Training & Related Information -> Budget Preparation Material

NEW! Changes for the FY15/16 budget preparation process:

- ❖ Departments will not enter their Total Department Requests into the Oracle line items. Once the recommendations have been finalized, OMB will enter the recommended requests into Oracle. Department spreadsheets will be prepared listing all requests and recommendations.
- ❖ The rate for existing New World Public Safety licenses will be included on the Rate Sheet once this information is available. If you have a license, be sure to budget for this cost using object account # 42131.
- ❖ Please complete the Grant Summary sheet for all budgeted grants. The totals from this sheet should match the totals for each budgeted grant in the Oracle line items.
- ❖ Please submit a Total Department Request Summary form even if you only submit one Total Department Request form.
- ❖ Provide only one strategic plan reference per Total Department Request form.
- ❖ The Department Budget Summary (DBS) Organization & New Initiatives form has been revised. The updated form is available on the OMB webpage.

Key dates:

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|----------------------------------|---|
| January 5, 2015 | Budget Training session |
| January 5, 2015 | BRT distributes initial Baseline Budget |
| January 16, 2015 | Departmental Baseline due to BRT |
| January 16, 2015 | Capital Improvement Project requests due to County Engineer |
| January 29, 2015 | Final Baseline Budget distributed |
| February 11, 2015 (tentative) | Board of Supervisors' Workshop – fiscal forecast review and discussion of budget issues |
| February 13, 2015 | Department Total Budget requests due |
| February 19 - March 6, 2015 | Department meetings with the BRT (as needed) |
| March 16, 2015 | Personnel changes deadline |
| May 4, 2015 | Board of Supervisors receives Recommended Budget |
| May 11 - May 15, 2015 | Board of Supervisors meets with departments |
| May 18, 2015 | Board of Supervisors adopts Tentative Budget |
| June 15, 2015 | Public Hearing on the Budget and possible adoption by the Board of Supervisors |
| July 13, 2015 | Adopted Budget accessible in Oracle |
| August 17, 2015 | Property tax rates & levies adopted |

Training:

Training on the mechanics of assembling departmental budget requests will be held on January 5th, 2015 in the Aldrich Room- Development Services. The training will begin at 2:00 pm and should last about 1 - 2 hours. If you would like to bring a hard copy of the training presentation, you can print the presentation from the County website. We will also be available after the training presentation to discuss any questions or concerns.

Oracle data entry date:

The initial baseline budget will be distributed on January 5, 2015. Authorized persons in each department will be able to enter operational line item data into Oracle beginning on this date.

Payroll calculation:

Payroll calculations and full time equivalents will be reconciled with departments during the Total Department Request stage. Personnel data entry in Oracle will be during Total Department Request stage only. However, we will need you to enter your current year-end estimates for personnel during the department baseline stage.

Baseline Stages:

- Departments must budget for 800 MHz radio maintenance (if applicable). Please use object account # 43013.
- Departments must budget for existing New World Public Safety license fees (if applicable). If you are requesting budget authority to purchase additional licenses, please request the additional budget authority using a Total Department Request form.
- Information about the baseline stages is available at:
<http://www.co.yuma.az.us/departments-and-services/county-administrator/office-of-management-and-budget/training-related-information/budget-preparation-material>

Total Department Request Stage:

- Reclassification request information will be obtained from Human Resources.
- Departments to submit a list of all budgeted grants. **NEW!**
- Personnel amounts for FY15/16 are entered into the Oracle line items as per the reconciled personnel spreadsheet.
- Additional information about the Total Department Request stage is available at:
<http://www.co.yuma.az.us/departments-and-services/county-administrator/office-of-management-and-budget/training-related-information/budget-preparation-material>

Documentation:

The Budget Review Team is looking for Total Department Requests to be documented with metrics that will show the results that will be achieved by the County providing the resources requested. We are asking you to show how the County's effectiveness, efficiency, or productivity will be changed and document the return on investment. One initiative and one performance measure should accompany each request for a new position or program. We also expect your requests to be aligned with the goals, objectives, and strategies of your department as adopted in the Countywide Strategic Plan. Please provide only one of the following items per Total Department Request form – an objective number, a strategies number, the name of a department goal or the name of a County-wide goal.

Information on forms and examples of this kind of documentation can be found at:

<http://www.co.yuma.az.us/departments-and-services/county-administrator/office-of-management-and-budget/training-related-information/budget-preparation-material>

Meetings with the BRT and the Board of Supervisors:

The schedule on the first page of this memo shows ranges of dates for department meetings with the BRT and subsequently with the Board of Supervisors. Specific dates for department meetings with the BRT will be scheduled as needed and are optional. Specific dates for department meetings with the Board of Supervisors have not yet been scheduled.

Departments that submit CIP requests:

Rather than attending the CIP meeting with the BRT, departments should be prepared to answer any questions regarding their CIP requests at their department's meeting with the BRT. The CIP meeting will be CIP staff only.

Thank you,

Office of Management & Budget

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